

## **GUIDE TO USING SKYPE FOR REMOTE CART**

- 1. In order to use Skype you must have Skype downloaded on your computer and a Skype account.
  - a. To download Skype on your computer you can go here: http://www.Skype.com/en/download-Skype/Skype-for-computer/
  - b. To create a Skype account you'll need to sign up here: https://login.Skype.com/account/signup-form
- 2. Sign into Skype on your laptop using your Skype name and password.

8			Skype		×
Skype	Tools	Help			
			alacarteconnection	▼	
			Password		
			<u>Can't access your account?</u>		
← Sign in with a different account				Sign me in when Skype star	ts



3. If you have a contact request from your captioner, please accept that.

CARY (1) This person isn't in your Contact list.	C
alacarteconnection is not in your Contacts Add to Contacts	
Today	
Jana Colter would like to add you on Skype	
Hi Office A ta CARTE Connection, I'd like to add you as a contact.	

4. After you've added this contact you may chat with your captioner, or call them when you are ready for them to start captioning.



www.alacarteconnection.com office@alacarteconnection.com



5. Be sure that your external microphone is selected and working. To do this go to CALL and then AUDIO SETTINGS at the top menu.



6. Click Save.